

## LICENSING COMMITTEE 25 January 2024



Report sponsor: Samantha Dennis, Director of Public Protection and Streetpride

Report author: Angela Rawson, Licensing Service Manager

## General Licensing Fees and Charges 2024/25

### Purpose

- 1.1 The Public Protection Service annually reviews its fees and charges across the range of services it provides. This is to ensure that they reflect the cost of delivering services and that any inflationary cost increases are considered.
- 1.2 The proposed fees and charges for 2024/25 commencing 1 April 2024 are set out in Appendices 1 and 2. Appendix 3 outlines the fees that are set wholly by statute. The amounts charged are either set by statute or are based on recovering the costs incurred.
- 1.3 All charges are outside the scope of VAT.

### Recommendations

- 2.1 To approve the proposed fees and charges for 2024/25 set out at Appendix 1 and Appendix 2.
- 2.2 To note the statutory fees and charges made under the Licensing Act 2003 set out at Appendix 3.

### Reason

- 3.1 To ensure that the fees and charges for services provided during the next administrative year comply with and can be justified based on statutory cost recovery principles, where applicable.

## **Supporting information**

4.1 As part of the 2024/25 budget preparation, the Licensing Team has reviewed its fees and charges. This annual review is necessary to ensure that:

- Any additional costs (or efficiencies) of providing the service are incorporated
- Fees and charges reflect the cost of delivering the service

The proposed general licensing fees and charges for 2024/25 are set out in the appendices set out in the report.

4.2 Appendix 1 sets out the proposed fees for the licences, registrations and permits the service administers and are based on cost recovery and due to internal savings, it has been possible to keep the increase to a minimum.

4.3 Appendix 2 sets out the proposed fees chargeable under the Gambling Act 2005. Where permitted, these are based on cost recovery and up to the maximum permitted level. Some of these fees and charges are set by statute however due to internal savings, it has been possible to keep the increase to a minimum.

4.4 Appendix 3 sets out all fees chargeable under the Licensing Act 2003. All these fees and charges are set in statute.

## **Public/stakeholder engagement**

5.1 None, the proposed fees and charges are either statutorily set or calculated on recovering the cost of running the service.

## **Other options**

6.1 None.

## **Financial and value for money issues**

7.1 The proposed fees and charges are either statutorily set or calculated on recovering the cost of running the service.

7.2 All charges are outside the scope of VAT.

## **Legal implications**

- 8.1 Unless otherwise stated, the fees and charges set out in Appendices 1 and 2 are not fixed in statute and are set at the discretion of the local authority. Except for discretionary services, the generally applicable principle is that non-statutorily prescribed fees and charges must be set at a level that properly reflects the cost of delivering the service.

## Climate implications

- 9.1 None arising from this report.

## Other significant implications

- 10.1 None arising from this report.

This report has been approved by the following people:

Role	Name	Date of sign-off
Legal	Olu Idowu	15/01/2024
Finance	Janice Hadfield	17/01/2024
Service Director(s)	Samantha Dennis	15/01/2024
Report sponsor		
Other(s)		

Background papers:	None
List of appendices:	<ol style="list-style-type: none"><li>1) Proposed licence fees &amp; other charges for general licences for 2024/25</li><li>2) Proposed licence fees &amp; other charges for gambling licences &amp; permits 2024/25</li><li>3) Statutory fees &amp; charges for licences issued under the Licensing Act 2003</li></ol>

**Proposed General Licensing Fees and Charges for 2024/5**

<b>Licence / Registration Type</b>	<b>Current Fee 2023/24</b>	<b>Proposed Fee 2024/25</b>
<b>Providing or Arranging Boarding for Cats or Dogs</b>		
Boarding for Cats Licence New	£615	£625
Boarding for Cats Licence Renewal	£382	£389
Boarding in Kennels for Dogs Licence	£615	£625
Boarding in Kennels for Dogs Licence Renewal	£382	£389
Home Boarding for Dogs Licence New	£475	£483
Home Boarding for Dogs Licence Renewal	£336	£342
Day Care for Dogs Licence (Domestic Premises) New	£475	£483
Day Care for Dogs Licence (Domestic Premises) Renewal	£336	£342
Day Care for Dogs Licence (Commercial Premises) New	£615	£625
Day Care for Dogs Licence (Commercial Premises) Renewal	£475	£483
<b>Breeding Dogs</b>		
Breeding Dogs Licence (1-5 bitches) New & Renewal (not including vet fees if required)	£522	£531
Breeding Dogs Licence (6-10 bitches) New & Renewal (not including vet fees if required)	£894	£908
Breeding Dogs Licence (11 & above bitches) New & Renewal (not including vet fees if required)	£1,034	£1,050
<b>Selling Animals as Pets</b>		
New (not including vet fees if required)	£615	£625
Renewal (not including vet fees if required)	£382	£389
<b>Hiring out Horses</b>		
Horses 10 and under New & Renewal (not including vet fees)	£1,049	£1,067
Horses 11 and above New & Renewal (not including vet fees)	£1,142	£1,162
<b>Re-score Inspection for all animal licensing activities listed above</b>	£228	£232
<b>Keeping or Training Animals for Exhibition (3yr licence)</b>		
Keeping or Training Animal for Exhibition Licence New	£394	£401
Keeping or Training Animal for Exhibition Licence Renewal	£301	£306
<b>Dangerous Wild Animals</b>		
New & Renewal (not including vet fees if required)	£685	£696
<b>Skin Piercing</b>		
Skin Piercing - Premises	£196	£200
Body Piercing - Personal	£324	£330
Tattooing - Personal	£324	£330
Acupuncture - Personal	£289	£294
Ear / Nose Piercing Only - Personal	£231	£235
Electrolysis - Personal	£289	£294

Semi-Perm Skin Col. - Personal	£324	£330
<b>Sex Establishments</b>		
Sex Establishment (New)	£1,391	£1,417
Sex Establishment (Renewal)	£397	£406
Sex Establishment (Amendment to Licence/Conditions)	£1,069	£1,088
<b>Caravan Sites</b>		
Caravan Site - New	£2,021	£2,057
Caravan Site - Annual Fee	£591	£602
Caravan Site - Amendment or Transfer	£1,681	£1,706
Depositing of Site Rules	£15	£15
Enforcement Costs per hour	£140	£142
Site Manager Fit & Proper Register Application	£202	£209
<b>Scrap Metal</b>		
Site Licence	£529	£550
Collectors Licence	£365	£379
Variation - Site Manager (requiring a suitability test)	£1,136	£1,158
Variation - Site Manager (not requiring a suitability test)	£68	£71
Variation – Change to Site Address	£68	£71
Conversion from a Site to a Collectors Licence	£68	£71
Conversion from a Collectors to a Site Licence	£68	£71
Change of Name and / or Address (admin change)	£44	£46
Replacement Licence	£29	£31
Addition of a New Site onto an existing Site Licence	£227	£238
<b>Pleasure Boats</b>		
Boatman Licence (New / Renewal)	£296	£306
Boat Licence	£286	£295
Replacement Licence	£29	£31
<b>Distribution of Free Printed Literature</b>		
Annual Fee per permit	£230	£238
14 day per permit	£117	£121
Replacement Permit	£44	£46
<b>Exhumation</b>		
Exhumation	£605	£614
<b>Street Trading</b>		
Street Trading Consent	£535	£549
Replacement Badge / Consent	£29	£31

## Proposed Gambling Fees and Charges for 2024/25

<b>Gambling Fees by Licence / Permit Type – (NB. some fees are maximum permitted set by statute)</b>	<b>Current Fee 2023/24</b>	<b>Maximum Permitted Or Statutory Amount</b>	<b>Proposed Fee 2024/25</b>
<b>Casinos</b>			
Casino (Existing) - Annual Fee	£996	£3,000	£996
Casino (Existing) - Variation	£1,881	£2,000	£1,881
Casino (Existing) - Transfer	£1,350	£1,350	£1,350
Casino (Existing) - Reinstatement	£1,350	£1,350	£1,350
Casino (Existing) - Copy Licence	set by statute	£25	£25
Casino (Existing) - Notification of Change	set by statute	£50	£50
Casino - Regional - New (none permitted)	n/a	n/a	n/a
Casino - Large - New (none permitted)	n/a	n/a	n/a
Casino (Small) - New	£2,253	£8,000	£2,253
Casino (Small) - Annual Fee	£996	£5,000	£996
Casino (Small) - Variation	£2,062	£4,000	£2,062
Casino (Small) - Transfer	£1,800	£1,800	£1,800
Casino (Small) - Provisional Statement (P.S)	£1,881	£8,000	£1,881
Casino (Small) - Licence following PS	£993	£3,000	£993
Casino (Small) - Reinstatement	£1,593	£1,800	£1,593
Casino (Small) - Copy Licence	set by statute	£25	£25
Casino (Small) - Notification of Change	set by statute	£50	£50
<b>Bingo Club</b>			
New	£2,060	£3,500	£2,060
Annual Fee	£998	£1,000	£998
Variation	£1,750	£1,750	£1,750
Transfer	£1,200	£1,200	£1,200
Reinstatement	£1,200	£1,200	£1,200
Provisional Statement	£1,573	£3,500	£1,573
Licence following PS	£929	£1,750	£929
Copy Licence	set by statute	£25	£25
Notification of Change	set by statute	£50	£50
<b>Betting Premises (excluding tracks)</b>			
New	£2,060	£3,000	£2,060
Annual Fee	£600	£600	£600
Variation	£1,500	£1,500	£1,500
Transfer	£1,200	£1,200	£1,200
Reinstatement	£1,200	£1,200	£1,200
Provisional Statement	£1,782	£3,000	£1,782
Licence following PS	£993	£1,200	£993
Copy Licence	set by statute	£25	£25
Notification of Change	set by statute	£50	£50

**Betting Premises (Tracks)**

New	£1,678	£2,500	£1,678
Annual Fee	£956	£1,000	£956
Variation	£1,250	£1,250	£1,250
Transfer	£950	£950	£950
Reinstatement	£950	£950	£950
Provisional Statement	£1,346	£2,500	£1,346
Licence following PS	£838	£950	£838
Copy Licence	set by statute	£25	£25
Notification of Change	set by statute	£50	£50

**Adult Gaming Centres**

New	£1,954	£2,000	£1,954
Annual Fee	£956	£1,000	£956
Variation	£1,000	£1,000	£1,000
Transfer	£1,200	£1,200	£1,200
Reinstatement	£1,200	£1,200	£1,200
Provisional Statement	£1,304	£2,000	£1,304
Licence following PS	£929	£1,200	£929
Copy Licence	set by statute	£25	£25
Notification of Change	set by statute	£50	£50

**Family Entertainment Centres**

New	£1,954	£2,000	£1,954
Annual Fee	£750	£750	£750
Variation	£1,000	£1,000	£1,000
Transfer	£950	£950	£950
Reinstatement	£950	£950	£950
Provisional Statement	£1,304	£2,000	£1,304
Licence following PS	£929	£950	£929
Copy Licence	set by statute	£25	£25
Notification of Change	set by statute	£50	£50

**Permits****UFEC Gaming Machine**

New Application (10-year duration)	set by statute	£300	£300
Renewal (10-year duration)	set by statute	£300	£300
Transitional Application	set by statute	£100	£100
Change of Name	set by statute	£25	£25
Copy of Permit	set by statute	£15	£15

**Prize Gaming**

New Application (10-year duration)	set by statute	£300	£300
Renewal (10-year duration)	set by statute	£300	£300
Transitional Application	set by statute	£100	£100
Change of Name	set by statute	£25	£25
Copy of Permit	set by statute	£15	£15

**Gaming Machine**

Transitional Application	set by statute	£100	£100
New	set by statute	£150	£150
Annual Fee	set by statute	£50	£50
Variation	set by statute	£100	£100
Transfer / Change of Name	set by statute	£25	£25
Copy of Permit	set by statute	£15	£15

Gaming Machine Notification (2 or less machine)	set by statute	£50	£50
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**Club Gaming**

Renewal & Transitional (10-year duration)	set by statute	£100	£100
New (10-year duration)	set by statute	£100	£100
Annual Fee	set by statute	£50	£50
Variation	set by statute	£100	£100
Copy Permit	set by statute	£15	£15

**Club Machine**

Renewal & Transitional (10-year duration)	set by statute	£100	£100
New Application (10-year duration)	set by statute	£100	£100
Annual Fee	set by statute	£50	£50
Variation	set by statute	£50	£50
Copy of Permit	set by statute	£15	£15

**Small Society Lottery Registration**

Registration	set by statute	£40	£40
Renewal	set by statute	£20	£20

**Temporary Use Notice**

Temp Use Notice (TUN)	set by statute	£500	£500
Replacement of TUN	set by statute	£25	£25

**Occasional Use Notice**

Occasional Use Notice (OUN)	set by statute	No Charge	No Charge
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## Licensing Act 2003 Fees and Charges for 2024/25

## Premises Licences and Club Premises Certificate

## Statutory Fee

## New or Variation

Premises with a rateable value of £0 - £4300	Band A -	£100
Premises with a rateable value of £4301 - £33,000	Band B -	£190
Premises with a rateable value of £33,001 - £87,000	Band C -	£315
Premises with a rateable value of £87,001 - £125,000	Band D -	£450
Premises with a rateable value of £125,001 and over	Band E -	£635

## Annual Fees

Premises with a rateable value of £0 - £4300	Band A -	£70
Premises with a rateable value of £4301 - £33,000	Band B -	£180
Premises with a rateable value of £33,001 - £87,000	Band C -	£295
Premises with a rateable value of £87,001 - £125,000	Band D -	£320
Premises with a rateable value of £125,001 and over	Band E -	£350

## Other Fees

Minor variation to club certificate or premises licence	£89
Copy of premises licence	£10.50
Copy of club premises certificate	£10.50
Change of premises name	£10.50
Change of name or address of licence holder	£10.50
Transfer of premises licence	£23
Interim authority notice	£23
Notification of interest in premises	£21
Change of relevant registered address of club	£10.50
Notification of change of name or alteration of club rules	£10.50
Application to vary an individual as designated premises supervisor	£23
Disapplication of DPS in community premises	£23
Provisional statement	£315

## Temporary Event Notices

Temporary event notice	£21
Copy of temporary event notice	£10.50

## Personal Licence

New	£37
Change of name or address	£10.50
Copy of personal licence	£10.50

**Exceptionally Large Events Application / Variation Application  
(based on capacity)**

5,000 - 9,999	£1,000
10,000 – 14,999	£2,000
15,000 – 19,999	£4,000
20,000 – 29,999	£8,000
30,000 – 39,999	£16,000
40,000 – 49,999	£24,000
50,000 – 59,999	£32,000
80,000 – 89,999	£56,000
90,000 and over	£64,000

**Exceptionally Large Events Annual Fee (based on capacity)**

5,000 - 9,999	£500
10,000 -14,999	£1,000
15,000 -19,999	£2,000
20,000 - 29,999	£4,000
30,000 - 39,000	£8,000
40,000 - 49,000	£12,000
50,000 - 59,999	£16,000
60,000 - 69,999	£20,000
70,000 – 79,999	£24,000
80,000 – 89,999	£28,000
90,000 and over	£32,000